20. As the appointments of Sub-Registrars are made by Government, returns of the Sub-Registrars who own landed property should be submitted to Government, in order that the object of these returns* may not be defeated. (G. R. No. 4759, dated 3rd July 1886.)

21. The Sub-Registrars of Ahmednagar, Jámkhed, Shevgaon and Nevása, in the Ahmednagar District, are permitted to daily deposit, after the close of their offices, in the treasury rooms at the respective places their office boxes containing Government cash or original documents, registered or awaiting registration, remaining in their hands. (G. R. No. 5024, dated 27th July 1888.)

22. When it is proposed to open a new Sub-Registry office, the opinion of the Registrar of the District should also be obtained and forwarded to Government with the papers by the Inspector General of Registration and Stamps. (G. R. No. 6351, dated 7th September 1886.)

23. All ordinary repairs to Sub-Registry offices should be effected at the same time as the kacheris of which they form a part are repaired. (G. R. No. 189, dated 10th January 1883.)

VII.—INSPECTION.

1. The Inspector General of Registration and Stamps should so arrange his tour of inspection that a different set of offices should come under his observation each year so that the whole should be inspected periodically. (G. R. No. 6056, dated 16th November 1880.)

2. Under Section 8 of the Indian Registration Act, 1877, His Excellency the Governor in Council is pleased to direct that the duty of Inspectors of Registration Offices in the Presidency of Bombay shall be the inspection and examination, subject to such rules or orders as may from time to time be made by the Inspector General, of the offices of Sub-Registrars. (G. R. No. 1152, dated 4th March 1878.)

3. The Inspectors of Registration are bound to inspect every Sub-Registrar's office in their divisions and are responsible for any errors that may escape their observation, and which may be subsequently brought to light. (G. R. No. 6678, dated 17th December 1874.)

4. The Inspectors while examining Sub-Registry Offices should personally examine the Register-Books proper, *i. e.* books Nos. 1, 2, 3 and 4; in the examination of the remaining books, *i. e.* Supplement to Book No. 1, Parts 1 and 2 (consisting of memorandum and map files), Minute Book, Cash Book, Day Book, Batta Book, Receipt Book, Notice Book, Refund Book, Indexes, and in the examination also of the current miscellaneous records of a Sub-

* *Vide* G. R., G. D., No. 833, dated 4th March 1886.

Registry Office, they may avail themselves of the assistance of their clerks. (G. R. No. 525, dated 28th January 1875.)

5. The Registrar of each district should send to the Registrar General a monthly statement, showing the number of offices that have been examined by himself and his Assistants. His Excellency in Council will not fail to notice with marked displeasure any indifference or inattention to this important duty. (G. R. No. 4348, dated 10th September 1870.)

6. It is desirable that junior officers of the Revenue Department, many of whom will in time succeed to the office of District Registrar, should acquire a thorough knowledge of the work of the Registration Department. In furtherance of this object, the following rules for the guidance of Assistant and Deputy Collectors when examining a Sub-Registry Office, have been prescribed. District Registrars should take care that Assistant and Deputy Collectors in their respective charges are furnished with copies of all rules and important circulars of the Registration Department, and extracts should be sent to them from the reports of inspection of offices in their charges by the Inspector General or District Registrar or Registration Inspector. Any irregularity detected by departmental inspection which should have been noticed at previous inspection by the district officers should have special attention called to it, as indicating inefficient performance of a part of the district officer's regular duty.

Points to be observed by an Assistant Collector when examining a Sub-Registry Office :—

(*a*).—See that the books and forms of the Sub-Registry Office as per the annexed list are forthcoming, and whether they are written up to date or in arrears.

(*b*).—See that the books and particularly the registers are neatly kept and written.

(*c*).—See that the indexing work of the office both as regards the original index-sheets and the copies prepared for despatch to the Registrar's Office, are up to date, and that the preparation *of one set of these returns has not been allowed to fall behind that of the other.*

(*d*).—Refer to the Forms W (office copies) of the preceding year, ascertain which was the busiest month in the office, and then further ascertain what during that month was the maximum delay between presentation and date of completion of registration of a deed in the office.

(*e*).—Take 10 entries and test (1) the stamp duty, (2) the registration and copying fees in each case.

(*f*).—Take 20 entries and see that the seal impression appearing on the original is duly copied in column 2 in the Register Book, and that the true copy certificate to the entry has been signed by the Sub-Registrar.

(*g*).—Refer to Book No. II and with the aid of the Refund Register ascertain whether steps have been taken in due time to refund fees paid on deeds which have been finally refused for registration.

(*h*).—Compare the daily totals appearing in the Cash Book with the corresponding entries in the Day Book for one month.

(*i*).—Compare the fees levied in twenty cases as per the entries appearing in the Register Book, Receipt Book and Day Book.

(*j*).—See that the office seal is clear, and that the impressions thereof on any deed which may be in hand are fairly legible, and that deeds drawn up on more than one piece of paper are sealed across the joints in accordance with standing orders.

An Assistant Collector having visited a Sub-Registry Office for inspection purposes as above, will submit a brief report in his own handwriting on the results of his inspection to the Collector and Registrar of the District, and the latter shall forward such report to the Inspector General of Registration for perusal should it appear to such Collector and Registrar that the report contains anything which it is desirable to bring to the notice of the Inspector General.

List of Books and Forms to be scrutinized at the examination of a Sub-Registry Office by an Assistant Collector.

Books.

Book No. I.	Day Book.
Book No. I, Part I.	Minute Book.
Book No. I, Part II.	Cash Book.
Book No. I, Part III.	Batta Book.
Book No. II.	Miscellaneous Receipt Book.
Book No. III.	Receipt Book.
Book No. IV.	Notice Book.

Forms.

List of Documents destroyed.	Form of account of postal expenditure.
Register of Refunds.	Register of Court-fee Stamps.

(G. R. No. 1800, dated 24th March 1887.)

VIII.—INSPECTORS.

1. The Inspector General of Registration and Stamps may grant leave to Inspectors of Registration and Stamps, and he should sign all notifications regarding their leave and appointments. They are to be considered ministerial officers, though their appointments are gazetted. (G. Rs. Nos. 6088, dated 25th October 1876, 6952, dated 27th November 1876, and 2712, dated 29th March 1884.)

2. The power to make appointments of Inspectors of Registration is vested by Section 8 of the Indian Registration Act, 1877, in the Governor in Council, and it was not intended by Government Resolution

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